



# ROOM BOOKING FORM

## TERMS AND CONDITIONS OF HIRE:

Your hiring fee provides you with usage and access to:

- Restrooms
- Air-conditioning
- Tables
- Chairs
- Access to cold water
- Tea and coffee making facilities

## Included equipment items

- Data projector
- Computer
- Butchers paper and pens
- LCD TV (Free to air)

You may also have opted to hire any or all of the following equipment:

- Electronic white board
- Conference phone
- Internet access

In the case of damage to any of the equipment, you will be notified of the damage and your credit card will be charged with the total amount of repairs or the replacement of the equipment if this is necessary.

## OTHER CONDITIONS

As a condition of hiring this room you agree:

- i. Cancellations with less than 48 hours notice will incur a \$50 charge
- ii. "No Shows" without notice will incur full cost of room booking
- iii. To leave the room clean and tidy
- iv. Not to smoke in the room or courtyard at any time
- v. To report any damage that occurs, e.g. breakages of glasses, jugs, marks on walls etc. before leaving Self Help Workplace
- vi. To operate all equipment safely and in accordance with any instructions
- vii. To ensure that that all participants have signed into and out of the visitor's book at reception.
- viii. To comply with any instructions by Self Help Workplace staff
- ix. That all participants will keep to the public areas of Self Help Workplace (Self Help Workplace is a large industrial site. It is not appropriate for visitors to wander around the site unless they are accompanied by a Self Help Workplace staff member.) Tours can be arranged by appointment.
- x. Not to download anything from the internet that is offensive or illegal.
- xi. To treat all staff and employees of Self Help Workplace with respect at all times